

# TEMC

# SHOP TALK

*A Transportation Newsletter Presented by The Transportation Equipment Management Center,  
Atlantic Division, Naval Facilities Engineering Command*

Phone (757) 322-4000 or DSN 262-4000

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Winter 2002

## 2002 NAVY-WIDE TRANSPORTATION CONFERENCE AND FEDFLEET

(Dianne Courtney)

The Atlantic Division, Naval Facilities Engineering Command Transportation Equipment Management Center (TEMC) will host the 2002 Navy-Wide Transportation Conference on **Monday, 22 July 2002**, at the Marriott Hotel, Kansas City, MO. To minimize travel costs, the Navy conference will once again be held in conjunction with General Services Administration's (GSAs) National Federal Fleet Managers Workshop and Fair (FEDFLEET) being held at the Convention Center, located in the immediate vicinity, Tuesday 23 July through Thursday, 25 July 2002. Please note that even though these two conferences are being held back-to-back, registration procedures are separate

for each as identified below.

Details of the GSA FEDFLEET 2002 Conference and 2002 Navy-Wide Transportation Conference were forwarded to all activities by LANTNAVFACENGCOM letter 11240 BE5AL/alq 02-DIST-040 of 16 Jan 02. If you did not receive this letter, please contact your TEMC representative and a copy can be forwarded to you.

GSA's FEDFLEET 2002 Conference – Our letter provides the tentative agenda overview of the FEDFLEET conference and the Participant Registration Form. In order to complete the registration process, this form must be

completed and submitted by **15 June 2002** to avoid additional cost. Send form to the address or facsimile number found at the top of the sheet. Registration can also be done on the FEDFLEET web page at [www.fedfleet.org](http://www.fedfleet.org). Early registration is strongly recommended as hundreds of fleet managers will be attending and rooms may be limited.

2002 Navy-Wide Transportation Conference – Our letter also provides a tentative agenda for the Navy conference and the Navy-Wide Transportation Registration Form. **Note:** There is no registration fee for the Navy portion of the conference. To ensure your attendance, this form must be completed and submitted by **3 May 2002** to one of the following:

| <u>Mailing Address</u> | or | <u>Facsimile</u> |
|------------------------|----|------------------|
| Commander (Code BE5)   |    | (757) 322-4020   |
| LANTNAVFACENGCOM       |    | DSN 262-4020     |
| 1510 Gilbert Street    |    |                  |
| Norfolk, VA 23511-2699 |    |                  |

Marriott Hotel Reservations - Each attendee is responsible for making his or her own lodging arrangements. To reserve a room at the Marriott Hotel, call (816) 421-6800 and request the GSA FEDFLEET Conference Government Rate. If there is nonavailability, two other hotels are available to handle the overflow. They are the DoubleTree Hotel, telephone (816) 474-6664 and the Hotel Phillips, telephone (816) 221-7000.

If you need further information or assistance or to obtain a copy of our letter and registration forms, please contact your activity representative.

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### NEWS AND VIEWS

*(A report from the TEMC Director, Lisa Bernier)*

It's about time, I suppose, that I recognize my position as TEMC Director and put some issues that I think are important to paper, in a forum that will reach all of our Navy CESE Fleet managers – thus this second initiation of “The Director’s Corner” of the Shop Talk.

First and foremost is a reminder about our **upcoming conference in Kansas City** Missouri – remember we’re tagging on to GSA’s FEDFLEET conference, so you get two conferences for the price of one visit to Kansas City! There are important details in this newsletter and also on our website. Please be sure to register early.

Speaking of our **website** – There is a lot of valuable information there, as well as links to take you to other fleet management sites. The value of our website to our colleagues was recently highlighted when it was unavailable for a short period of time – I think we’re still recovering from the emails we received complaining about that! While we are still going through some changes (required by our command), our new site is now available at **[www.lantdiv.navfac.navy.mil/](http://www.lantdiv.navfac.navy.mil/)** - select Business Lines then Base Operations and click on the TEMC tab at Base Operations.

Here at the TEMC we’ve had some significant personnel events occur since our last newsletter: **Bill Bairdain, Don “Bubba” Eubank, and David Bailey** are no longer with the TEMC. Bill Bairdain retired early due to illness; “Bubba” retired to enjoy life on the Outer Banks of North Carolina; and David Bailey was promoted to one of LANTDIV’s activity liaison officer positions responsible for all LANTDIV product and service delivery to several activities in the mid-atlantic region. We miss them all in their own unique way.

**Dave Leeper** has returned to the TEMC after a very successful term as the Transportation Director at NAS Sigonella. You may remember that Dave was selected as the Navy’s Large Fleet Manager of the Year at our last conference, and as such, will be the Navy’s nominee for GSA’s Large Federal Fleet Manager of the Year Award – to be announced at the FEDFLEET conference in July. And I am extremely pleased to announce that **Dayton Rumbough**, formally of PACDIV TEMC, PWC Yokosuka, NAS Bermuda, CHESDIV TEMC, and most recently GSA, is returning to Navy fleet management here at LANTDIV TEMC. I am looking forward to his return to the Navy.

We are going through some significant changes in focus in CESE fleet management. I say focus, because the general policies and guidelines don’t change that much – it’s where we’re focusing attention that’s a little different. This attention, however, may turn into policy changes in the future. What I’m specifically talking about is a renewed focus on the Inventory Objective and on resource management. There are several new acronyms identifying issues that I’ll address that will become the focus of our business:

**BSVE:** Base Support Vehicles and Equipment – a CNO-recognized core business of shore installations that encompasses vehicles and equipment used to support the shore installation infrastructure. This core business currently includes traditional CESE vehicles, but there is the potential that we’ll roll up other equipment used in base support. No specific plans yet, but the potential is there.

*(continued on page 10)*

## REQUIREMENTS REVIEW FOR FY04/05

*(June Heninger)*

It's time to be working on the FY04/05 biennial Requirements Review for CESE funded by Other Procurement, Navy (OPN) Budget Activity 5. For those of you that will be receiving a letter, you should have received it by now or if you haven't received it you should in the very near future. If you have a question regarding whether you will or will not be receiving a letter, or want a copy of the letter, give me a call at (757) 322-4013 or DSN 262-4013.

Because of our limited OPN funding, it is imperative that you take the appropriate time to prioritize your requirements. Some requirements become future procurement. Make sure what you identify is what you need. This is not the end of the process. Requirements should be monitored on a continuous basis. If changes occur that affect your requirements let us know as soon as you are aware of the change. Remember, be aware of what equipment is planned for you and ensure it still meets your needs. With our limited funding we don't want to be buying equipment you don't need or can't use.

Procurements and planned funded requirements show up on your Activity, Inventory Objectives, Inventory, Procurements and Requirements Report. If you are not receiving this report on a regular basis from our office, call your activity rep. Procurements are vehicles/equipment being bought for you up through the current fiscal year. The requirements showing up on the report are items that fall into the planned funding levels. For our purposes, requirements on the report are vehicles/equipment planned to be bought for you in the outyears.

For budget purposes, we have to complete the requirements review so far in advance of the actual buy, that we don't have a great deal of flexibility to accommodate changes. Sometimes we can, sometimes we can't. But, we always have to try.

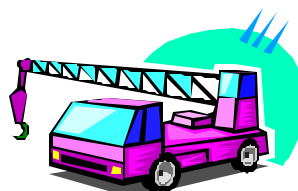
The FY04/05 Requirements Review submission is due in our office no later than 29 March 2002. Description/Justification for Non-Standard Family CESE Procurements, Truck Tractor Data Sheets, and Crane Requirements Data Sheets are not due at this time. If your requirements for those items are within the planned funding levels, we will request the necessary forms at a later date.

What should be included on the requirements submission? Only equipment within your Navy owned inventory objectives that meet or exceed its life expectancy, as identified in the NAVFAC P-300, should be included. Additionally, for Navy Working Capital Fund activities, only passenger carrying vehicles apply. And, for activities that have converted or plan to convert to GSA assets, only alpha code O through Z, less equipment code 0722, equipment should be identified.

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### WEIGHT HANDLING EQUIPMENT (WHE) CONFERENCE

The Navy Crane Center is hosting a Weight Handling Equipment (WHE) Conference at the Pensacola Naval Air Station Conference Center, Building 3249, on 14-16 May 2002.



The purpose of the Conference is to share WHE improvement practices and safety initiatives as well as to discuss common issues with the goal of further

improvements in WHE safety, maintenance management, engineering and operations.

All navy shore activities and shore based operational units with WHE are invited to attend and participate. Go to [ncc.navfac.navy.mil](http://ncc.navfac.navy.mil) for further information. There are no registration fees for the Conference.

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### FUEL SURCHARGE

The fuel surcharge on GSA leases goes away effective 1 February 2002. The savings will be reflected in the bills received mid-March.

## FUEL CODES ARE IMPORTANT

*(June Heninger)*

As the title of this article states, fuel codes are important, and they are becoming more important every day. CNO memo 4000 N462C2/317-99 of 28 Apr 99 mandates that all new light duty vehicles, less than 8,501 pounds GVW, be acquired as alternative fueled vehicles, unless specifically exempted by the Energy Policy Act (EPA) of 1992.

Executive Order 13149, Greening the Government Through Federal Fleet and Transportation Efficiency, of April 21 2000, further states that "Each agency shall fulfill the acquisition requirements for AFVs established by section 303 of the Energy Policy Act of 1992. Agencies shall use alternative fuels to meet a majority of the fuel requirements of those motor vehicles by the end of FY 2005."

NAVFAC Headquarters has to report annually to the Office of Management and Budget on the Navy's light duty conventional and alternative fuel vehicle inventory. The report includes a breakdown by fuel types. The data that is submitted is taken from FAST. You remember what that is, right? For FY2001 the Navy reported only making 50% of the EPA goal of 75% and the Navy goal of 100%. We at the TEMC think the Navy did better than 50%. Betty Caldwell reviewed some equipment codes where it would be obvious if the vehicles were alternative fuel. She found many vehicles in CASEMIS with miscoded fuel codes. We are going to assume if the vehicles are being miscoded in CASEMIS, that they are also being miscoded during the FAST reporting. Please take a little extra time to ensure the correct fuel code/type is being reported. If you're not sure of a fuel code call your TEMC representative for help. Betty has done some extensive research and many times is able to help the others of us determine the correct fuel code for a vehicle.

The latest news is that three environmental organizations have filed suit in federal court accusing 18 federal agencies of failing to follow the 1992 Energy Policy Act. If our records don't reflect our vehicles correctly, how do we defend our actions in a court of law? PLEASE ensure the fuel code is reported correctly or ask for help if needed.

The following is a list of fuel codes used for reporting Navy owned or leased equipment:

B=bi-fuel (capable of running on CNG or gas)

D=diesel

E=electric

G=gas

H=E-85 ethanol

M=multifuel (diesel or gas combined with CNG or LPG)

N=dedicated CNG

O=other (hydrogen, solar)

P=LPG

Q=LNG

T=M-85 methanol

Z= non-fueled equipment (trailers)

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## NAVFAC P-307 ADVANCE CHANGE NOTICE

*(The Crane Corner)*

NAVFAC P-307, paragraph 1.7.2.f, currently requires that contracts include the requirement for contractors to provide the contracting officer reports of all weight handling equipment (WHE) accidents as defined in section 12. Paragraph 1.7.2.1 currently requires contracting officers to forward reports of serious contractor accidents, such as fatalities, overturned cranes, and major damage to NCC and the host activity.

Effective immediately, contracting officers are required to forward reports of all contractor WHE accidents, regardless of severity, to NCC and the host activity.

Host activity commanders/commanding officers are requested to ensure that contracting officers at your activities are aware of this requirement.

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## DO YOU LOVE THAT NEW CAR SMELL?

So, you've finally decided to take the plunge. You've saved enough for a down payment, your credit has been approved, you've found the model you love and a salesman you trust. You have signed all the papers and the keys have been handed over to you. You sit down in the driver's seat of your brand new auto and inhale deeply. Your nose is filled with that new car aroma that you hope will linger forever. Because as long as you can smell it, the car still feels new.

Not so fast. Australian scientists have discovered that the one-of-a-kind aroma is actually a "toxic cocktail" of chemicals which can affect people for up to six months. *The Guardian*, a British newspaper, reports that a two-year study has identified a range of poisonous chemicals, including cancer-causing benzene, emitted by the vehicles' plastic interiors. Their suggestion to avoid any illnesses? Drive for six months with your windows open. Plan your purchase time carefully.



## NAVY FLEET MANAGER OF THE YEAR

(Dianne Courtney)

A letter was recently mailed to all activities announcing the 2002 Navywide Transportation Conference and the 2002 Navy Transportation Fleet Manager of the Year competition. Look for LANTNAVFACENGCOM letter 11240 BE5AL/alq 02-DIST-040 of 16 Jan 02 for details. If you did not receive this letter, please contact your TEMC representative and a copy will be forwarded to you.

There will be three categories to recognize individual accomplishments and excellence in the area of Navy fleet management, identified below. We encourage all activities to submit nominees for this award. Winners will receive a trophy and a cash award, and will have their names added to the perpetual trophy at NAVFAC Headquarters.

**Category I:** Vehicle fleet of 1 to 50 units

**Category II:** Vehicle fleet of 51 to 500 units

**Category III:** Vehicle fleet of 501 or more units

Recipients of the category II and III awards will be submitted as the Navy's entries for GSA's Federal Fleet Manager of the Year award. Nominations must be submitted to this office no later than **April 15, 2002** for consideration. A biography that includes civic and charitable participation should be submitted with the nomination. Nominations and biographies may be mailed to:

COMMANDER  
LANTNAVFACENGCOM  
CODE BE5AL  
1510 GILBERT STREET  
NORFOLK, VA 23511- 2699

or submitted by facsimile transmission to your activity rep at DSN 262-4020 or commercial (757) 322-4020.

For further information or assistance, please contact your activity representative.

## FLEET CONCERNS – VOYAGER CREDIT CARD

On September 11, 2001, the Program Manager at Defense Energy Support Center (DESC) asked Voyager to have all the "suspended" DoD Fleet Card cards put on active status. Most of these suspensions were imposed by Voyager due to non-payment of invoices. Please emphasize to your units that promptly certifying and forwarding to the proper DFAS location keeps the cards activated without problems. Voyager was directed to re-impose their contractual obligations to suspend cards for non-payment effective 22 October 2001.

Our Nation's heightened alert status has prompted increased use of the DoD Fleet Card. Some units have failed to issue or instruct the use of the PIN requirement that is needed to activate the pump. Please make sure that the PINs have been established and the vehicle operators are aware of the PIN. Voyager has been manually activating the pumps based upon telephone calls from the field—a practice that gets our mission done, but skirts the internal controls procedures that are being reviewed now by the DoD IG. DESC is working to expand and improve the Fleet Card acceptance and payment process. Soon, the equipment, software, and connectivity will be made ready so that the DoD Fleet card (and the GSA Voyager card) can be swiped at on-base service stations. Also, DFAS-Columbus will be named as the single payment office for Voyager transactions and the services will be "billed" for fuel through the interfund billing process.

Information on the Voyager Credit Card can be found at [www.desc.dla.mil](http://www.desc.dla.mil). Click on "Government Credit Cards" to view both AIR and Fleet Card Programs managed by DESC for you. This site should answer most of the questions that may arise

## FAST SURVIVORS

(By Becky Fraley - PACDIV)

### Congratulations!

You survived your second year of data input into the Federal Automotive Statistical Tool (FAST) program! As most of you probably noticed, after wading through the many pages of instructions, there is nothing “fast” about this program. However, once you gathered the data, the input process was basically quick and simple, right? Okay, before you completely tune me out, let’s see if I can help you simplify the process for next year. There are a few simple steps that can be taken throughout the year that will aide you in collecting the required data and will save you many hours (and headaches) in the process. This will also help ensure the data is more accurate than a “last-minute” scramble to gather whatever figures you can find. This annual reporting requirement is mandated by Executive Order 13149 and the Energy Policy Act of 1992 (refer to **Laurie Wilson’s** accompanying article). Preparation is the key to tackling this required report; so let’s get prepared!

1. Make sure you keep your CASEMIS current and accurate for Navy and GSA vehicles. It is critical that you have the correct Equipment Code (EC) and Vehicle Description assigned. Use the “cheat sheet” provided in the FAST package to determine the correct six-digit EC. Also, ensure accuracy in these report element areas:

- a. Fuel Type (Gas, Diesel, CNG, E-85)
- b. 4X2 or 4X4
- c. 2 Door or 4 Door
- d. Truck Cab (Regular, Extended, Crew)
- e. Fuel Configuration (Dedicated, Bi-Fuel, Flex-Fuel)
- f. Designated for Security or Emergency, Special Purpose and Military
- g. Gross Vehicle Weight (GVW)

2. Keep a record of all new acquisitions you receive during the fiscal year (1 Oct - 30 Sep), and remember to assign correct data in the report element areas. You will need this data for Section 1b of the FAST report.

3. The Activity, Inventory Objectives, Inventory, Procurement and Requirements Report identifies at the equipment code level what equipment is to be procured for you and the fiscal year of the procurement. You should be receiving this report from your activity rep; however, you may obtain a current copy at any time by contacting your rep. You will use this

report to fill out Section 1c and 1d of the FAST report. Even though you won’t have exact data to categorize vehicles, use the replacement EC as a guide. For GSA vehicle replacements, request your planned procurement from your local GSA representative.

4. You will need to track maintenance costs and miles driven for the entire fiscal year for each **Navy-owned** vehicle (group by EC). If you do not currently have a Transportation software program (Fleet Anywhere, Maximo, etc.) tracking this data, you can create a spreadsheet and input the data monthly. This will make it easier to provide the data at the end of the year. You do not have to input the GSA vehicle costs/miles driven. However, you will be required to provide commercial lease costs, which includes maintenance costs.

5. Finally, you need to track the gallons of fuel used (per fuel type) to enable you to input it into the appropriate designated vehicle category (Gas, Diesel, Law Enforcement, Emergency, Special Purpose, Military, etc.). Remember, if the fuel is CNG, you will put it in the appropriate GGE column. You will also need to know the total fuel costs per vehicle category and fuel type. Here again, you do not have to input any GSA data, but will be required to provide commercial lease fuel figures and costs.

In conclusion, let’s review some of the most common errors we found on the FAST report for this year:

- A major error was not separating the inventory by correct fuel type (i.e. flex-fuel E-85 vehicles being categorized as gas vehicles because E-85 fuel not available). We still get air credits for the alternative fuel vehicle types even if we cannot use the alternate fuel.
- There were many errors in the data input. Some examples are: fuel gallons were listed, but no fuel charges; maintenance costs listed, but no miles driven; and more vehicles (per vehicle type) listed as acquisitions in Section 1b than listed in the total inventory (per vehicle type) in Section 1a.
- Some of these errors could have occurred because a few simple steps may have been forgotten while in the program, like saving before you exit the page or clicking the “complete” box before leaving a section in the report.

Now that you have a better understanding of the FAST program, you will be ready for next year. Remember, be prepared and it will be easier.

## WHY DO WE HAVE TO DO FAST?

*By Laurie Wilson (PACDIV)*

**FAST** is an automated reporting system developed to assist fleets in meeting the mandated data reporting requirements of EPACT, Executive Order 13149, and the SF82. The **FAST** system has taken three reporting requirements and consolidated it into one report.

**What is EPACT?** The Energy Policy Act of 1992 (EPACT) Title III has mandated that 75% of the total number of vehicles acquired by a Federal fleet in FY99 and thereafter shall be alternative fueled vehicles. The term "acquired" means procured, commercially leased/rented, or leased from GSA.

**What is Executive Order 13149?** Executive Order 13149 "Greening The Government Through Federal Fleet and Transportation Efficiency", requires a Federal Agency with a fleet of 20 or more vehicles in the United States to develop a strategy to lower its annual petroleum consumption by at least 20% by 2005, compared to FY99 consumption. The Navy's strategy is to achieve this mandated requirement by:

- Use of alternative fuels in AFVs the majority of the time
- Increase average EPA fuel economy rating of Light Duty Vehicles acquisitions by at least:
  - 0.5-mpg increase in FY01
  - 1.0-mpg increase in FY02
  - 2.0-mpg increase in FY03
  - 2.5-mpg increase in FY04
  - 3.0-mpg increase in FY05
- Improve fleet efficiency (i.e., downsize vehicles, appropriate vehicle for job application, reduce inventory and utilization, use mass transit, etc.).

**What is SF82?** The General Services Administration SF82, Agency Report of Motor Vehicle Data is an annual reporting requirement that reports inventory, program costs, and fuel consumption by fuel type.

So basically, the **FAST** report relieves us from doing three separate reports by rolling them into one, and the results from each activity is rolled into one report that shows the Navy's progress in meeting the mandated requirements.

**So, how did the Navy do for FY01?** We have shown approximately a 10% decrease in fuel consumption. We still have another 10% to go to meet the mandated requirement. In order to meet the additional 10% we will have to ensure that we track the fuel consumption of the vehicles accurately. If you have not implemented a system to track fuel, now is the time to do so. In addition, our fleet that is counted toward meeting the EPACT requirement is currently only at 50%. This is well below what we have been mandated to achieve! We probably would have been more than 50% if we took a little more time in categorizing our vehicles correctly before inputting the data into **FAST**. We have found that we did not report all the E-85 vehicles correctly and the vehicles were input as gasoline vehicles. You need to ensure that if the vehicles have E-85 capability that they get reported as such, even though you are using gasoline because you do not have E-85 fueling capabilities. They will still count in meeting our requirements.

Please make sure you save **Becky's** article to make next year's **FAST** reporting requirements a little easier. Now that you know first hand what is required of you for **FAST** reporting, ensure that you take the steps throughout the FY to collect your data so that it will be easier to accomplish the next reporting requirement. If you need assistance, please contact any of us at **TEMC**, and we will help you come up with a plan to collect your data!

### FY 01 Statistics of the Report

*Source: All Navy SF-82*

1. Total vehicles in inventory (including Leases): 28,557
2. Total Miles operated: 112,902,691
3. Total Maintenance costs: \$47,218,833
4. The Navy reported a total fuel consumption of 10.13 million gallons. This includes gas, diesel and alternative fuel in Gas Gallons Equivalent (GGE).
5. Total cost of fuel: \$11,778,701

## Fuel Additives

(David Allen)

(Reprint from Heavy Duty Trucking)

**M**ost likely your biggest operating cost is fuel. And it's also likely you purchase fuel from a number of suppliers, without paying attention to fuel quality. Unlike other fluids you use to keep your equipment running, a lot of diesel fuel is untreated, and quality may vary considerably.

Knowing the fuel quality is difficult, because when you purchase it, important fuel parameters are not stated. You know nothing more about the fuel you purchase than it's diesel fuel, and that it's low sulfur for on-highway use.

While it adds a few more dollars to operating cost, fuel additives can reduce some of the risks to your engine (and bottom line) that can result from untreated fuel. Here are some of those risks, and what the right additives can do to reduce them.

From refining diesel fuel all the way to filling your on-board fuel tank, there is risk of water contamination. At its worst, water can cause injector failure, with metal debris going into the combustion chamber, which does more damage. In cold weather, even a little water can shut you down by restricting fuel delivery. Fuel additives usually have the ability to solubilize water in the fuel, preventing it from accumulating in sufficient quantity to create problems.

Depending on fuel chemistry, there is risk of forming injector nozzle deposits that restrict fuel flow and upset the spray pattern essential for optimum combustion. The only way to know you have a problem is testing the injectors, or noting power loss or increased fuel consumption. Some fuel additives have a detergent that can keep injectors clean and performing like new. Some even have sufficient detergency to clean up deposits already accumulated on injectors or in the combustion chamber.

Fuel cetane number is an important measure of fuel quality. Generally, the higher the cetane number, the better your engine performs—from cold startability to power to fuel economy and emission control. Some fuel additives have cetane improvers which, depending on the fuel's initial number and chemical make-up can boost cetane quality by several numbers.

Another risk some fuel additives can reduce is low fuel lubricity. The principal lubricant for the fuel system is the fuel itself. A lubricity additive helps assure protection from premature fuel pump wear.

By reducing risk, fuel additives may reduce your fuel costs and eliminate repair costs. But not all fuel additives are multifunctional; they may reduce some—but not other—risks. Look for a premium fuel additive that covers them all.

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## MODEL YEAR BUILDOUTS

*Although this article appeared in a recent newsletter, since the buildouts will begin soon, this seems like a good time to put out a reminder to review your leasing requirements and send your requests in to your TEMC rep early.*

**T**here comes a time each year when automobile manufacturers have to shut down their production lines to gear up for the next model year. Even when we are able to get some advance notification of projected buildout dates, they are not set in stone. Once the manufacturers have received orders for the maximum number of vehicles they can build before shutting down the lines, they stop accepting orders. That date could be days or weeks before the projected date originally envisioned.

We give you this background because each year we have experienced difficulties in obtaining equipment from the NAVFAC vehicle lease contracts that the LANT TEMC coordinates during the buildout period – normally May through August. Sedans with law enforcement packages are a particular problem because these are built out early in the year (even as early as December in one case).

We recommend that you determine your requirements early and get your Task Orders in to the contractors early in the model year to be sure you can get the equipment you need. Because most activities are not in a position to return equipment that is currently leased until a replacement is on board, it is almost impossible to avoid having dual payments for a period of time. If you are currently leasing equipment from one of the NAVFAC contracts, you can terminate the lease at any time (after the first year) with 30 days notice to the contractor. You will probably find that this is possible on other contracts as well. Once you know that your vehicles are scheduled for delivery, you can terminate your current leases and minimize the amount of dual payments that you may incur.



## PEOPLE AT THE TEMC

### DAVID MOORE

David's civil service career began in 1976 as a high voltage electrician (cable splicer) at the Norfolk Naval Shipyard. During his fifteen year tenure at the shipyard, he worked in various divisions throughout the Public Works Department including utilities and maintenance planning, Environmental Division, Facilities Support Contracts (FSC) and the Transportation Division.



David began working with LANTDIV in December 1991 and works in as an activity rep. Currently he is the Northeast Region CESE Fleet Manager with 51 clients/commands and he is also the TEMC's major claimant representative for the Naval Network Operations Command.

In 1999, David returned to NNSY for one year and worked in the Lifting and Handling Department. David was in the Strategic Planning Branch where he managed the Capital Procurement Program for Weight Handling Equipment. He also was the liaison officer between NNSY customers and the Navy Crane Center for new crane installation that included quality assurance evaluating. David came back to LANTDIV in March 2000.

David has lived in the Tidewater Virginia area all his life and resides in Chesapeake. He is married to Debbie who is from upstate New York and has two children, Jason and Justin. His hobbies are networking, dancing, landscaping, and socializing. David is a member of the Federal Managers Association (FMA) and in April will have 25 years of federal service.

## Service Life Extension Program (SLEP)

(David Allen)

This year's SLEP program is being used to help accomplish repairs and upgrades to vehicles and equipment at activities. These projects include the upgrade, repair, overhaul, or remanufacture of all types of heavy duty, high cost CESE. Examples include crash trucks, structural fire trucks, railroad equipment, construction equipment, sweepers, bucket trucks, refuse equipment, snow removal equipment, cranes, refuelers, etc.

Candidates for SLEP are taken from various sources including activity directors, fire marshal office, activity reps from the TEMC, as well as NAVFAC headquarters; however, Civil Engineering Equipment Overhaul (CEEEO) funds are not available for NWCF activities.

How can I use SLEP money?

1. Submit a request to your TEMC rep. Include equipment type, level of work, and a written estimate for repairs.

2. When a project is approved by LANTDIV, it is important that the following information is submitted to the TEMC in order to expedite obligation of funds:

- a. Funding amount
- b. Activity mailing address
- c. Comptroller point of contact, code, telephone number and fax number.
- d. Estimated completion date
- e. Whether the work is to be accomplished in house or by an outside contractor.

For the FY 03 program, activities should be thinking about possible candidates and setting priorities for those that are most important. Also, activities should have estimates in hand toward the end of FY 02 in case there are funds available for swing projects. These are projects that did not get done in the initial program, but can be accomplished utilizing year-end money. The reason for having estimates ready is to be able to obligate the money on very short notice.

For additional information regarding the SLEP program, you can contact your activity rep.

## NEWS AND VIEWS *(continued from page 2)*

**BSVE IPT** (Integrated Process Team) – this is a team made up of representative activity fleet managers, some claimant and regional commander staff representatives, NAVFAC, and TEMC reps. The IPTs were established by CNO N46 to address the processes of their core businesses, BSVE being one as described above. The initial guidance to the IPT was to develop an equation, for lack of a better term, that will be used to define OMN funding requirements with a direct link to mission readiness, or service level. I will not go into the details here, I'm saving that for my presentation at the conference, but the bottom line is that we did develop this equation, using cost data produced at the activity level (see IMAP STARS below) and inventory objectives, and it was in fact used by OPNAV N46 to prepare their Baseline Assessment Memorandum for OMN funds required for BSVE (alpha codes A-N, fire fighting equipment, and refuelers).

**IMAP-STARS FL** – STARS FL is a comptroller database used across the Navy as the MIS mechanism for collecting/storing activity level costs (fed by the job order numbers established to document the work that you do). IMAP is the tool used to pull the shore installation management data from STARS FL. Again, too much detail to go into here, but the bottom line is that this IMAP data, fed directly from STARS FL, fed directly from the job order numbers you use at your activity is what OPNAV N46 is using to identify the OMN funds used across the Navy for BSVE support.

**Inventory Objective** – Not a new term, but it has renewed emphasis. The IO defines the BSVE requirement – what equipment you need to do your job most efficiently and effectively. What you are able to afford does not determine your IO – your IO should be developed solely with mission in mind. As I mentioned above, the IO is used in the equation now defining OMN funding requirements from a macro perspective. In fact, it is the cornerstone of the equation – thereby giving it renewed emphasis and importance.

So what does all this mean to you? It means that when the TEMC begins its new round of assistance visits, our focus will be on establishing solid IOs and reviewing your entire Job Order Number/Cost Account Code structure to ensure proper accounting of your costs. All in an effort to improve the identification of funding needs, and subsequent actual funding, required to operate, maintain, and lease your CESE fleets.

Some other important issues:

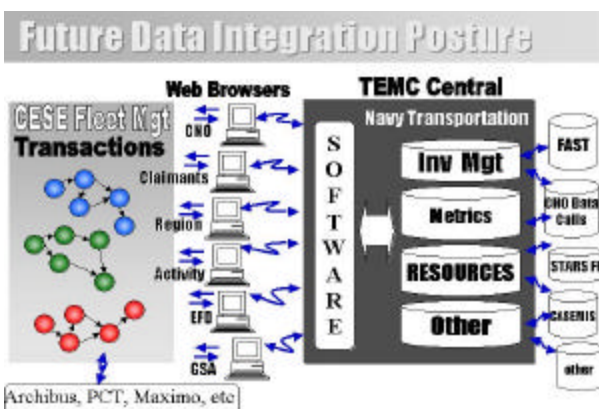
**AFV acquisitions:** We are mandated by SECNAV and CNO to acquire 100% of our non-tactical light duty vehicles within the United States, not specifically exempted, as alternative fuel, unless a waiver is provided. **100%.** A waiver can be provided by the TEMC only when the asset required is not available as alternative fuel, or there is inadequate infrastructure to support dedicated AFVs. A waiver for any other reason has to come from CNO. We've written enough articles in the Shop Talk about the mandates, so I won't review them here. The short story here is that if you are an activity in the U.S. and don't have any alternative fuel vehicles, you need to have documentation waiving that requirement (for acquisitions since July 1998). This includes vehicles that you are leasing from GSA – if your GSA vehicle is not AFV, you need to have "proof" that you asked for an AFV, and you still need a waiver from the TEMC for non-availability. You may be aware that there is a lawsuit against federal fleets (Navy being one of them) for not complying with the Energy Policy Act with regard to AFV acquisitions. At some point, we will be coming to you looking for the documentation to support any non-AFV acquisitions.

*(continued on next page)*

## NEWS AND VIEWS *(continued from page 10)*

**GSA Conversions:** Believe it or not, we are in the last year of our 4-year conversion plan. With the exception of very few activities to be converted at the end of this fiscal year, we have completed the tasking of CNO back in 1998 to convert all Alpha Code A-N plus EC 0722 inventory, CONUS, non-NWCF fleets. This could not have happened without the cooperation extended by all of you involved. We converted about 10,000 vehicles.

**FAST:** I know this acronym conjures up all kinds of ill feelings – believe me, we feel them here at the TEMC as well. You will hear a lot about FAST again at our conference, in fact we'll have another breakout session specifically to address FAST issues, and GSA will also have additional information about FAST at their conference. I want to assure you that we are working diligently to make this a less painful process. We have an Information Technology team made up of some TEMC folks, some of your colleagues, and IT specialists to figure out how to answer all our data calls, while allowing you to continue to use Archibus, Maximo, PC Transport, Fleet Anywhere, or other applications for fleet management. The goal is to allow you to continue to use the fleet management software that you're using, but also providing the mechanism to pull the data necessary to feed various reports and data calls (without you doing anything extra!). I modified a really neat pictorial that I think explains the concept extremely well, some think it just adds to the confusion.....

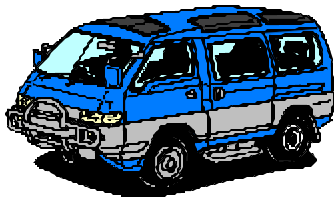


**Thanks:** A special thanks goes to the folks at NAS Corpus Christi who provided a structural fire truck to support the efforts of Operation Enduring Freedom at Guantanamo Bay Cuba. Also, PWC Jacksonville was quick to respond with administrative equipment.

OK, that wraps up my first "Director's Corner" article. I think I provided enough information to keep you intrigued about the future of our business. We definitely have some exciting times ahead, with some real opportunities to change the way we do business – at least to change the focus of our business, and to provide the resources necessary to help you do your job more effectively without having to spend your valuable time doing data collection. I'm looking forward to seeing you all at the conference in July!

## HAZARD ALERT – 15 PASSENGER VANS - MANAGING THE RISKS

The Naval Safety Center (NAVSAFECEN) ALSAFE 046/01 provides guidance regarding the National Highway Traffic Safety Administration (NHTSA) warning to operators of 15 passenger



vans. Analysis revealed the rollover risk of 15 passenger vans increases greatly as the number of occupants is increased to more than ten. Load-

ing causes the center of gravity to shift rearward and upward, increasing the likelihood of rollover and the potential for loss of control in panic maneuvers.

Several fatalities involving 15 passenger vans have been reported. In each case loss of control appeared to be a factor. It is prudent that the five step risk management process be utilized to minimize the risks of operating these vans. Risk management controls include:

- Conducting a pre-trip vehicle inspection before loading the van. Provide drivers a safety check-off sheet for completion before starting trip.
- Ensuring tires are inflated to the pressure and are the size recommended by the manufacturer (posted on driver's door pillar or found in owner's manual).
- Allowing only experienced drivers to operate the van.
- Ensuring the driver is briefed on the unique handling characteristics of 15 passenger vans. Providing drivers the opportunity to become familiar with performance characteristics of the van before carrying passengers.
- Providing training opportunities to increase understanding of hazards and enhance driving skills. State-approved or nationally recognized driver improvement courses such as National Safety Council's "coaching the van driver" may be used. The American Automobile Association's Driver Improvement Program (AAA-DIP) includes provisions for instruction of operators of vans and other large vehicles. Non-credit courses in large van operation are also offered by some community colleges.
- Requiring each driver to post a trip plan that is reviewed by supervisory personnel. Set travel limits, including hours IAW OPNAVINST 5100.12G.

- Limiting the occupant load to a maximum of nine whenever feasible.
- Ensuring occupants wear seat restraints at all times.
- Evaluating command use of 15 passenger vans. If a GSA lease, consider specifying smaller vans and offering more frequent schedules or larger buses with less frequent schedules. If contracted from a private enterprise, carefully evaluate transportation needs and specify in the contract the size van or bus to be used.

Reduce the risks. Use the risk management process to ensure the safety of passengers. If you have specific questions concerning the crash or rollover characteristics of 15 passenger vehicles, go to the NHTSA website, <http://www.nhtsa.dot.gov/people/ncsa/reports.html>.

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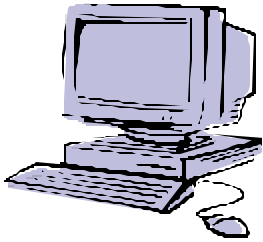
### GSA FLEET DRIVE THRU

GSA, in conjunction with DFAS, is adding a module to the GSA Fleet Drive Thru website (Mileage Express Module), called "Data Fuel Up." This site was designed to assist DOD customers, but can be used by others. When completed, customers will be able to view their bills on line under the "Web Bill" module and to make payments directly to DFAS, using multiple billing lines if needed. Info can be pulled for individual units or groups of units, and information can also be edited. There will be a workshop provided on Data Fuel Up and Web Bill at FedFleet; DFAS will also provide guidance on use of the system to the military. Once up and running, GSA will provide fleet managers with a list of activities not using the system so the fleet manager can contact the activity and assist in implementation. The website address for GSA Fleet Drive Thru is: <http://apps.fss.gsa.gov/vehicles/leasing/driveThru.cfm>



## WEB SITES OF INTEREST

A web site that you won't want to forget is the Fleet Management Desk Reference. This site provides an excellent resource in providing the professional tools a Fleet Manager requires to perform his/her job. The Fleet Management Desk



Reference is an Internet based knowledge management and training tool designed to facilitate the Federal fleet manager in performing their missions and developing their skills. The Desk Reference can be accessed online at [www.manageyourfleet.gov/](http://www.manageyourfleet.gov/).

Another site that might prove useful is MILPLUG. MILPLUG is a Web powered user group that provides a common search method to identify part sources, excess part availability and a forum for unpublished operations and maintenance procedures. Anyone who uses, purchases or maintains equipment that requires multiple parts. This includes mechanics, engineers, managers, supply or procurement personnel. Milplug connects the military community to the source. The Amertek fire trucks are predominantly featured on this web site. Go to [www.milplug.ctcgsc.org](http://www.milplug.ctcgsc.org) for more information.

And one final site where you can find whatever you want or need from the U.S. Government is FirstGov.gov. On FirstGov.gov, you can search more than 51 million web pages from federal and state governments, the District of Columbia, and U.S. territories. Most of these pages are not available on commercial websites. FirstGov has the most comprehensive search of government anywhere on the internet.

## Federal Regulation Concerning Background Checks for Commercial Drivers Transporting Hazardous Material

*(FleetFocus Feb 02)*

The Department of Transportation (DOT) is in the process of developing a rulemaking to prohibit states from issuing or renewing a commercial driver's license with an endorsement to operate a motor vehicle transporting a hazardous material unless the Department of Justice has first conducted a background check on the applicant.

Once the individual's investigation has been completed, the DOT must then determine that the applicant does not pose a security risk warranting denial of the license.

This rulemaking is required by section 1012 of the U.S. Patriot Act. Reportedly, the rule will be published in February and likely become effective in April.

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## RECALLS/TECHNICAL BULLETINS

If you need to find a recall notice or technical bulletin on a particular vehicle, go to the National Highway Transportation Safety Administration (NHTSA) web site and search their database that summarizes recall notices and technical bulletins that have been issued from 1966 to the present. We used this site to find additional information on the following conditions.

General Motors Corporation (GMC) is recalling over 500,000 sport utility vehicles because of faulty brake and hazard lights. The GM recalls include 2000 and 2001 models of Chevrolet Blazer, GMC Jimmy and Oldsmobile Bravada. The loss of stop lamps and rear hazard lamps could fail to warn a following driver that the vehicle is braking or stopped and could result in a crash.

Daimler-Chrysler has issued a service bulletin on steering wander for 1998-2001 Dodge Ram Vans. The bulletin provides a diagnostic procedure for steering wander. Steering Wander diagnosis is the diagnosis of a condition where slight steering corrections are necessary to be able to keep the vehicle moving in a straight line. The Bulletin number is 1900201. If you are experiencing this problem, contact your local dealer. A copy of the bulletin with the repair/maintenance procedure is also available in this office. Contact your TEMC rep if you need a copy.

## REPORTING GSA REPLACEMENT VEHICLES

*(June Heninger)*

For those of you that are leasing GSA vehicles, please remember to send in a load sheet reporting acquisitions and dispositions. Navy inventory records are only as good as you make them.

Currently we are manually adding and deleting GSA numbers in CASEMIS. We now download CASEMIS data into NEAMIS so we can manipulate the data and provide you reports. CASEMIS reports capability went away with Y2K. NEAMIS is our in-house database. Our goal is to download GSA data into NEAMIS also. There are some obstacles to overcome. We have already crossed GSA equipment codes over to Navy equipment codes. We still need to cross BOAC's over to Navy UIC's. And, we have to get GSA's blessing and assistance to download the data into our database. So, until all of this happens, we still rely on you to keep us up to date.

I know it may seem useless to manually add GSA numbers into CASEMIS but I have found it to be in our best interest over the last seven months. A Transportation Integrated Product Team (IPT) was stood up under CNO. I have had to do a lot of number crunching for these folks since last summer. If the GSA inventory was not available to us, I would not have been able to do what was needed, and I would have been calling you for yet another data call. As soon as we no longer need you to report acquisitions and dispositions of GSA vehicles, we will let you know. Please be patient with us, and keep those load sheets coming.

## CELL PHONE USE

GSA Bulletin FMR B-2 provides guidance to Federal agencies concerning the use of handheld wireless phones while driving motor vehicles owned or leased by the Federal Government.

Over 110 million people use wireless phones in the United States. A recent National Highway Traffic Safety Administration (NHTSA) survey found that 54 percent of motor vehicle drivers in the United States usually have a wireless phone in their vehicle. Federal and State policymakers have been weighing the benefits of wireless phone use in vehicles against the growing evidence of their potential to increase driver distraction and the risks to safety. The recent ban of hand-held wireless phones while driving in New York State and pending legislation in at least 27 other states has received significant publicity in 2001. In addition, 23 countries now restrict or prohibit wireless phones in motor vehicles.

It is appropriate that the Federal government assume a leadership role in promoting the safe use of wireless telephones by its employees when they are engaged in official Government business. Accordingly, Federal agencies should address the issue of wireless phone use in their internal policies. Additionally, many agencies have requested guidance from the General Services Administration's Office of Governmentwide Policy (OGP), Federal Vehicle Policy Division on wireless phone use in government owned and leased vehicles. The recommended policy is that Federal agencies should:

- a. Discourage the use of hand-held wireless phones by a driver while operating motor vehicles owned or leased by the Federal government.
- b. Provide a portable hands-free accessory and/or a hands-free car kit for government owned wireless phones.
- c. Educate employees on driving safely while using hands-free wireless phones.

Generally, Federal employees are not exempt from state and local laws governing operation of a motor vehicle. If adhering to state and local laws would impede your agency's mission, consult your General Counsel for advice. Federal agencies should be aware of the potential for increased liability from accidents that occur if directly caused by the use of wireless phones while driving motor vehicles owned or leased by the Federal government.

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**PLEASE PASS TO PUBLIC WORKS TRANSPORTATION**